

**JOB ANNOUNCEMENT**  
**SESSION LEGISLATIVE ASSISTANT**  
**HOUSE OF REPRESENTATIVES**  
**OFFICE OF PROGRAM RESEARCH - NONPARTISAN**

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**POSITION**

The Washington State House of Representatives' Office of Program Research (OPR) in Olympia provides nonpartisan staff support to House members and committees. OPR is seeking candidates for temporary positions as a Session Legislative Assistant. These positions are nonpartisan and exempt from civil service.

**DUTIES**

Principal duties of a Session Legislative Assistant include:

- Providing clerical and administrative support to OPR research staff and the committees;
- Preparing official committee records;
- Tracking the progress of bills;
- Word processing;
- Providing information to legislators, staff, lobbyists, media, and the general public; and
- Responding to and screening telephone calls.

**QUALIFICATIONS**

The ideal candidate must:

- Be skilled in clerical and administrative procedures;
- Have the ability to use good judgment and maintain confidentiality;
- Be proficient with Microsoft Office 2010 or 2013, including Word, Outlook, and Internet Explorer; and
- Have a basic understanding of state government and the functions and organization of the Legislature.

**DATES/HOURS**

These positions are temporary, from approximately the end of December 2014 through the end of April 2015. These positions are full-time. Please note that these positions require some evening and weekend work.

**APPLICATIONS**

For best consideration, candidates should submit a letter of interest and resume by October 16, 2014, to [sessionla.opr@leg.wa.gov](mailto:sessionla.opr@leg.wa.gov). Screening and selection may occur prior to the application deadline.